

Volunteer Gateway Registration Steps

- 1) Click on the Gateway link: <https://gateway.isdh.in.gov/Gateway/SignIn.aspx> (or copy link into browser window).
- 2) Click on the 'Create New Account' link below the Log In boxes
 - a. *Begin Tab:* Enter your **email address** in the **User Name** field, Enter **20vol18** in the **Security Code** field and enter your email address in the **Email (Primary)** field- Click "Next"
 - b. *Step 1: Organization Tab:*
 - i. Under 'Select your organization': Use the arrows on the right to scroll down and select **ISDH – VOLUNTEERS** - Click "Next"
 - c. *Step 2: User Detail:*
 - i. Enter a password in the **Password** field (must be 8 or more characters, have 1 or more numbers and have both upper & lower case letters), Re-enter password in the **Confirm Password** field, Enter first & last name in the **First & Last** fields - Click "Next"
 - d. *Step 3: Contact Info:*
 - i. Enter your contact information - Click "Confirm & Create Account", then Click "Create Account" (on the right side) - *your account has now been created* - Click "Logout" (on upper right) to log out of Gateway
- 3) Indiana State Department of Health Internal Staff will verify your request and an email will be sent notifying you of the verification.
- 4) Once you receive the notification, log back into Gateway (see #1 for link) and select the **Volunteer** tab on the left below the Seal of Indiana to log into the Volunteer application.